

MEMORANDUM

To:

Via:

Via:

From:

Date:

Subject: _____

Consultant Certification:

I certify to the best of my knowledge and belief that all required elements needed to construct this project are complete and have followed our organization’s quality control and quality assurance policy.

Signature (Consultant)

Date

QC/QA Verification:

This project was designed under the responsible charge of a consultant engineer. I have reviewed the documents and verify to the best of my knowledge and belief that the required quality control processes were followed in accordance with the consultant’s quality control and quality assurance policy; that the Engineer of Record is properly licensed; and that the project design, construction plans, specifications, cost estimates, and all other required elements needed to construct this project are complete and ready for advertisement.

Signature (Project Manager)

Date

Signature (Group Engineer)

Date

Signature (Deputy Director Design)

Date